

Workshops

December 2015

★ **Provo Employment Center**
1550 N. 200 W. • Provo, UT 84604
385-241-4872 - Rebecca
801-885-4888 - Noelle

Register for
reserved seating.
Walk-ins
welcome.



- Our workshops are designed to give you the skills necessary to succeed in a highly competitive job market.
- No-cost workshops are open to all job seekers.
- Register at jobs.utah.gov, or speak with an employment counselor.
- Workshops start on time. Late-comers will be asked to reschedule.

| Job Seeking Skills | |
|---|-------------------|
| RESUMÉ WRITING & COVER LETTERS: | |
| Dec 9 | 9:00 AM–12:00 PM |
| Dec 22 | 1:00 PM–4:00 PM |
| INTERVIEWING SKILLS: | |
| Dec 16 | 9:00 AM–12:00 PM |
| Dec 29 | 1:00 PM–4:00 PM |
| JOB SEARCHING WITH TECHNOLOGY & APPLICATIONS: | |
| Dec 8 | 1:00 PM–3:00 PM |
| NETWORKING STRATEGIES: | |
| Dec 2 | 9:00 AM–12:00 PM |
| Dec 14 | 1:00 PM–4:00 PM |
| EMPLOYMENT ESSENTIALS: | |
| Dec 18 | 10:00 AM–12:00 PM |
| *LINKEDIN #1: | |
| Dec 10 | 10:00 AM–12:00 PM |
| *LINKEDIN #2: | |
| Dec 30 | 10:00 AM–12:00 PM |

RESUMÉ WRITING & COVER LETTERS: Learn how to write and design a cutting-edge resumé and cover letter or power up a current resumé to get that interview. This workshop is designed for customers who are ready to write a resumé and start actively job searching.

INTERVIEWING SKILLS: Learn to be confident in an interview, research employers, market your skills and answer questions to enhance interview effectiveness.

JOB SEARCHING WITH TECHNOLOGY & APPLICATIONS: Learn tools and tips to navigate a successful online job search, including use of electronic job boards, online applications and sending or posting resúms. Basic computer skills required.

NETWORKING STRATEGIES: Learn how to design and implement a networking plan.

EMPLOYMENT ESSENTIALS: Learn strategies and tips to develop better job searching skills, skills identification, networking, resumé writing and interviewing skills.

LINKEDIN #1: Learn how to sign up, complete and make your profile effective. We will teach what experts look for in a good profile.

**Prerequisite — must have basic computer and Internet navigation skills. Register first, as computers are limited.*

LINKEDIN #2: Learn how to find and connect to others that can help you in your career. Find networking opportunities, get introductions, personal brand management and job search.

**Prerequisite — must have a current LinkedIn account and complete profile or have attended LinkedIn #1. Register first, as computers are limited.*

continued

Workforce Services • jobs.utah.gov



Equal Opportunity Employer/Program

Auxiliary aids and services are available upon request to individuals with disabilities by calling 801-526-9240.
 Individuals with speech or hearing impairments may call the Relay Utah by dialing 711. Spanish Relay Utah: 1-888-346-3162.

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| Life Skills | |
|--|-------------------|
| BUDGETING AND REBUILDING YOUR FINANCES: | |
| Dec 15 | 2:00 PM–4:00 PM |
| ASSERTIVE COMMUNICATION: | |
| Dec 1 | 10:00 AM–12:00 PM |
| FOOD SENSE - USU EXTENSION: | |
| Dec 17 | 11:00 AM–12:00 PM |
| FINDING HEALTHY RELATIONSHIPS - HOW TO AVOID A JERK OR JERKETTE: | |
| None for December. Will return in January, 2016. | |
| STRENGTHENING THE COUPLE RELATIONSHIP: | |
| None for December. Will return in January, 2016. | |
| PARENTING WITH LOVE AND LOGIC: | |
| None for December. Will return in January, 2016. | |

BUDGETING AND REBUILDING YOUR FINANCES: Learn how to budget, save, repay debt and build credit.

ASSERTIVE COMMUNICATION: Learn communication styles, how to be direct, listening skills, expressing thoughts and feelings, personal rights, how to power up your language in interviews, conflict management and positive and negative feedback strategies.

FOOD SENSE - USU EXTENSION: Healthy Eating on a Budget. Learn how to make a food budget last all month long, plan and create a menu, shop from a list, save money on food and eat healthy. Food demonstration provided to learn how to prepare food in an easy, quick and healthy way.

FINDING HEALTHY RELATIONSHIPS - HOW TO AVOID A JERK OR JERKETTE: For singles of all ages—participants learn steps to building a high-quality, long-lasting relationship.

STRENGTHENING THE COUPLE RELATIONSHIP: Designed for couples in committed relationships—learn to understand one another's differences, increase trust and dependability and develop a deeper commitment.

PARENTING WITH LOVE AND LOGIC: Learn how to raise responsible children and have more fun—topics include ending power struggles, teaching responsibility, setting limits and preventing arguments, problem solving and completing chores without conflict.

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